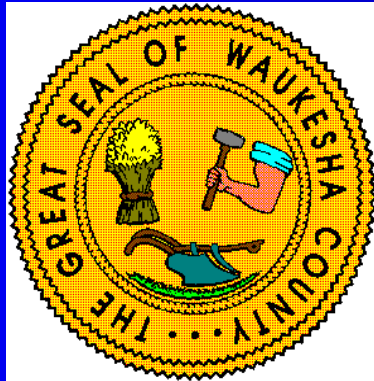
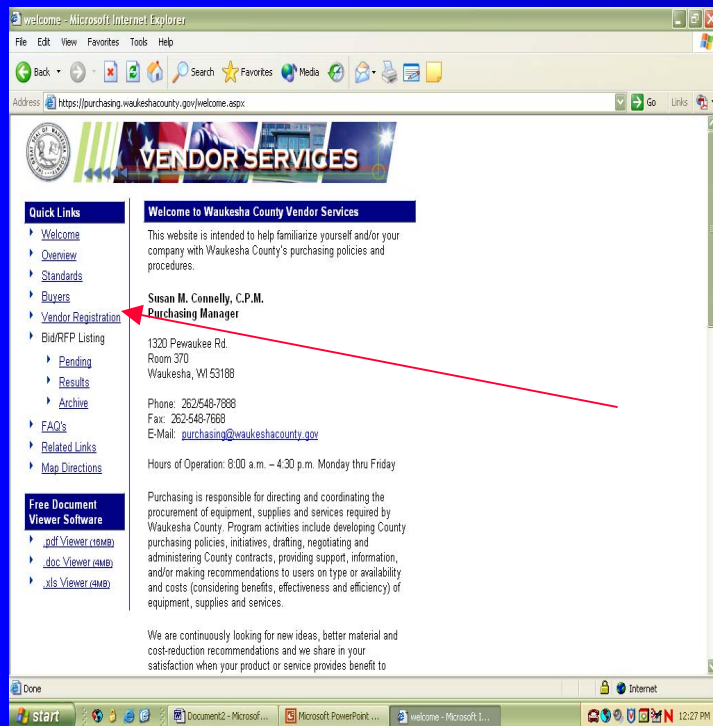


Waukesha County Purchasing

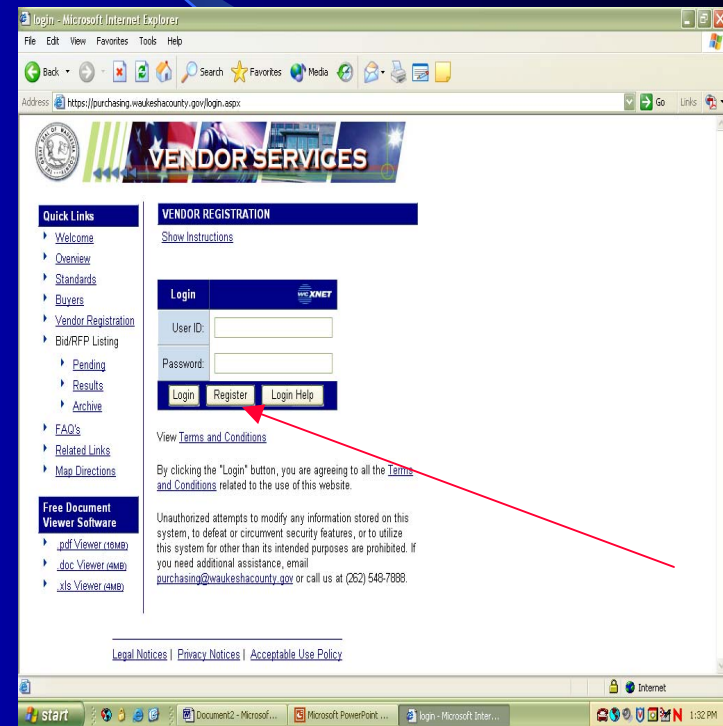
Online Vendor Registration Process



Go to:
<https://purchasing.waukeshacounty.gov>



First -Click on
Vendor Registration



Then click on “Register”

Enter your first name, last name and email address.
Decide on a login name and password.
When complete, click the “Next” button.

The screenshot shows a web browser window titled "login - Microsoft Internet Explorer". The address bar displays "https://purchasing.washeshocounty.gov/login.aspx". The page features a "VENDOR SERVICES" banner at the top. On the left, there is a "Quick Links" sidebar with a tree view containing: Welcome, Overview, Standards, Buyers, Vendor Registration (selected), Bid/RFP Listing, Pending, Results, Archive, FAQs, Related Links, and Map Directions. Below this is a "Free Document Viewer Software" section with links for .pdf, .doc, and .xls viewers. The main content area is titled "VENDOR REGISTRATION" and includes a "Show Instructions" link. A "Company Representative Registration" section contains a note: "NOTE: More than one person (sales representative, customer service, etc.) may register to use the online system with their own Login Name and Password and be linked to only one company profile." Below this, a registration form is displayed with the following fields: "First Name", "Last Name", "E-mail Address" (with a note: "Note: You can use your work or home e-mail address."), "Login Name" (with a note: "Note: You can use your e-mail address for your login name."), and "Password". At the bottom of the form are four buttons: "<< Prev", "Next >>" (highlighted with a red arrow), "Finish", and "Cancel". The Windows taskbar at the bottom shows the Start button and several open applications, including "Document2 - Microsoft...", "Microsoft PowerPoint...", and "login - Microsoft Inter...". The system clock indicates "1:44 PM".

Fill in the Company Registration boxes. Click on the “Next” button located at the bottom of the screen.

login - Microsoft Internet Explorer

Address: https://purchasing.waukeshacounty.gov/login.aspx

VENDOR SERVICES

Quick Links

- Welcome
- Overview
- Standards
- Buyers
- Vendor Registration
- Bid/RFP Listing
- Pending
- Results
- Archive
- FAQ's
- Related Links
- Map Directions

Free Document Viewer Software

- .pdf Viewer (.exe)
- .doc Viewer (.exe)
- .xls Viewer (.exe)

VENDOR REGISTRATION

Show Instructions

Company Representative Registration

* Full Name: Jared LaCoursier

Address:

PO Box:

City:

State:

Zip Code:

Country:

<< Prev Next >> Finish Cancel

* required fields

Legal Notices | Privacy Notices | Acceptable Use Policy

login - Microsoft Internet Explorer

Address: https://purchasing.waukeshacounty.gov/login.aspx

VENDOR SERVICES

Quick Links

- Welcome
- Overview
- Standards
- Buyers
- Vendor Registration
- Bid/RFP Listing
- Pending
- Results
- Archive
- FAQ's
- Related Links
- Map Directions

Free Document Viewer Software

- .pdf Viewer (.exe)
- .doc Viewer (.exe)
- .xls Viewer (.exe)

VENDOR REGISTRATION

Show Instructions

Company Representative Registration

* Phone Number:

Home or work, include area code.

Password Reset Question:

Password Reset Answer:

<< Prev Next >> Finish Cancel

* required fields

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Enter your phone number with area code (including dashes) and enter a password reset question and answer. Click on the “Next” button located at the bottom of the screen.

The final screen shows all of the information you have entered thus far. Verify that all your information is correct. Press “Finish” when you are done.

login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://purchasing.waukeshacounty.gov/login.aspx>

Standards
Buyers
Vendor Registration
Bid/RFP Listing
Pending
Results
Archive
FAQ's
Related Links
Map Directions
Free Document Viewer Software
.pdf Viewer (.swp)
.doc Viewer (.swp)
.xls Viewer (.swp)

Company Representative Registration

Please confirm the following information:

First Name: Jared
Last Name: LaCoursier
E-mail Address: jaredlacoursier@ebcglobal.net
Login Name: JaredLaCoursier
Full Name: Jared LaCoursier
Address: 1300 Pewaukee Road
PO Box:
City: Waukesha
State: WI
Zip Code: 53198
Country: USA
Phone Number: 262-367-4154
Password Reset Question: What is your favorite color?
Password Reset Response: purple

<< Prev Finish Cancel

* required fields

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You will now be prompted to Enter a Company Name and/or FEIN number (Federal Employer Identification Number) to associate yourself with your company. You must use the correct FEIN number in order to properly register on the system.

After you have entered your FEIN number, click on the button that says “Submit request to associate with a company profile.”

* A FEIN number is your company’s Federal Employer Identification Number and is similar to a social security number for an individual, each company has a unique number. This number distinguishes one company from another in our system.

At this point, you will either receive a message stating that the FEIN number that you entered does not match any companies in our records, or information will appear that we already have on file for your company. In either case you will need to complete the following steps to enter your company information or to verify/change any existing information to make sure it is current.

supplier - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://purchasing.waukeshacounty.gov/supplier.aspx?gotonavi=1>

Buyers
Vendor Registration
Bid/RFP Listing
Pending
Results
Archive
FAQs
Related Links
Map Directions
Free Document Viewer Software
pdf Viewer [view](#)
doc Viewer [view](#)
xls Viewer [view](#)

the Add button.
4. After you have clicked the Add button, there will be another message stating that the subdivision has been completed and you can now modify the profile.

Company Name:

FEIN or Social Security Number:

Note, Non-U.S. companies must contact the Waukesha County Purchasing Dept. to obtain a FEIN number.
purchasing@waukeshacounty.gov

Length of Time in Business:

Annual Gross Sales:

Federal 1099 reportable: ☐ No ☐ Yes [Help?](#)

Exempt from Withholding: ☐ No ☐ Yes [Help?](#)

Type: ☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Government Agency ☐ Individual

State 1099 reportable: ☐ No ☐ Yes [Help?](#)

Tax Exempt Number: [Help?](#)

State 1099 Reportable - Firms who require the County to send a State 1099, i.e., individuals, sole proprietorships and partnerships that provide a "service" to the County. This may also include corporations that provide medical and legal services.

[Next](#) [Cancel](#)

Page 1 of 8

[Legal Notices](#) | [Privacy Notices](#) | [Acceptable Use Policy](#)

Done Internet

start Microsoft PowerPoint Microsoft In...

Fill in all of the required information on the screen, verify that all of the information that you entered is correct. If you are unsure about any of the tax items, click on the **HELP?** Link and read the descriptions. When you are finished click the **"Next"** button at the bottom of the screen.

*All fields must be filled in to proceed. A message in red will appear if one or more of the fields is incomplete.

supplier - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://purchasing.waukeshacounty.gov/supplier.asp?optone=1>

Mailing Address

The information listed on this screen is a default from your vendor information that was entered previously. If the information is incorrect, it can be overwritten. Reminder - Include areas codes for both the telephone and fax number, along with an extension if applicable.

Contact Name: Jared LaCoursier

Contact Title:

Address: 1320 Pewaukee Road

City: Waukesha

State: WI

Zip Code: 53188 Format: 99999 or 99999-9999

Country: USA

Phone Number: 262-367-4154 Format: 999-999-9999 Extension:

Fax Number: Format: 999-999-9999

Email Address: jaredlacoursier@sbcglobal.net

Previous Next Cancel

Page 2 of 8

Enter a company PO address and click "Next."

supplier - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Links

Hello Kitty, Inc.

PO Address

This page is requesting an address to which the Purchase Order should be mailed to if it is different from the mailing address. The information listed on this page automatically defaults with the mailing address information, however, it allows you to overwrite/change the information.

Contact Name: Jared LaCoursier

Contact Title: Owner

Address: 1320 Pewaukee Road

City: Waukesha

State: WI

Zip Code: 53188 Format: 99999 or 99999-9999

Country: USA

Phone Number: 262-367-4154 Format: 999-999-9999 Extension:

Fax Number: 262-966-2395 Format: 999-999-9999

Email Address: jaredlacoursier@sbcglobal.net

Previous Next Cancel

Page 3 of 8

Enter a company mailing address and click "Next."

supplier - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Links

Hello Kitty, Inc.

Payment Address

This page is requesting an address to which the Payment should be mailed to, if it is different from the mailing address, i.e., lock box, PO Box, etc. The information listed on this page automatically defaults with the Purchase Order (PO) address information, however, it allows you to overwrite/change the information.

Contact Name: Jared LaCoursier

Contact Title: Owner

Address: 1320 Pewaukee Road

City: Waukesha

State: WI

Zip Code: 53188 Format: 99999 or 99999-9999

Country: USA

Phone Number: 262-367-4154 Format: 999-999-9999 Extension:

Fax Number: 262-966-2385 Format: 999-999-9999

Email Address: jaredlacoursier@stcglobal.net

Previous Next Cancel

Page 4 of 8

Done

start

Microsoft PowerPoint ...

supplier - Microsoft In...

3:28 PM

Enter a company Payment Address and click "Next."

Provide three references for your company. Fill in the information completely and click "Next."

supplier - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

VENDOR SERVICES

Bob the Builder, Inc.

Supplier References

Provide a list of three references of recent or present customers receiving similar services, which includes a contact person, telephone number and email address. At least one reference should be a public sector organization, if possible.

	Person's Name	Phone Number	Email Address	
1.				Delete
2.				Delete
3.				Delete

Previous Next Cancel

Page 5 of 8

[Legal Notices](#) | [Privacy Notices](#) | [Acceptable Use Policy](#)

Done

start

PrintSe-32.2.0c-kuntbl...

Microsoft PowerPoint ...

supplier - Microsoft In...

8:31 AM

supplier - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Name of Firm:

Contact Person (24 Hours):

Title:

Telephone No:

Pager Telephone No:

Cellular Telephone No:

Answering Service/After Hours Telephone Number:

E-Mail Address:

Delete Primary Delete Secondary

If your firm has a secondary person that can be used as a contact, please list their name and pertinent numbers after primary person.

The Waukesha County Purchasing Division will only use the above information should the County determine that an emergency situation exists.

If your firm enters into blanket order agreements with Waukesha County, those items/services must be provided during an emergency at the prices listed therein. If emergency purchases are made for items/services other than those identified on the blanket order agreements, pricing must be reasonable and fair, and if recently purchased by the County, pricing must compare with recent purchases.

If your firm is unable to supply the items or services in an emergency situation, click on next.

Previous Next Cancel

Page 6 of 8

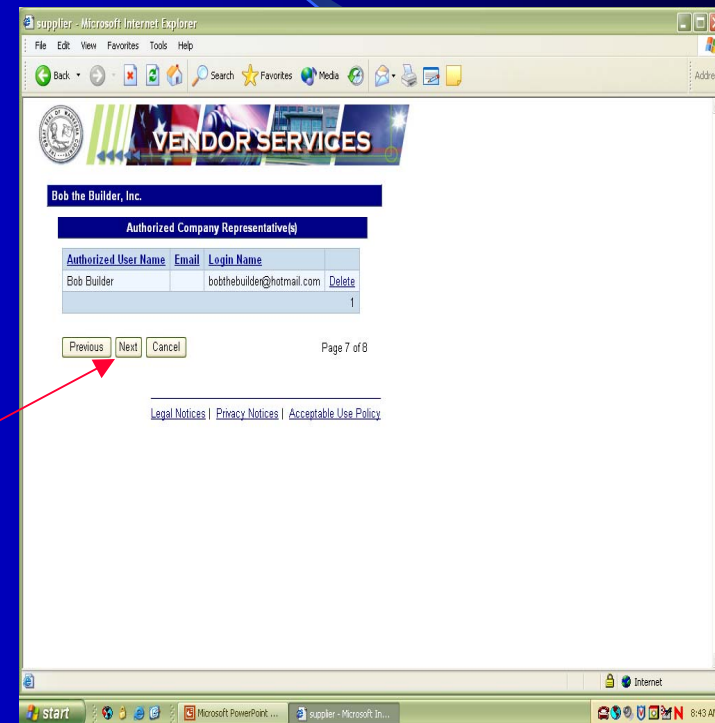
[Legal Notices](#) | [Privacy Notices](#) | [Acceptable Use Policy](#)

Done Internet

start Microsoft PowerPoint ... supplier - Microsoft Internet Explorer 8:40 AM

If you are able to provide goods/services to the County in the event of a disaster, please fill in the requested information and click “Next” – if not – just leave this section blank and click “Next.”

This screen will show you as an Authorized Company Representative – with your username and email address. Verify that this information is correct and click “Next.”



supplier - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Bob the Builder, Inc.

Company Name:	Bob the Builder, Inc.
Mailing Address:	Bob Builder 5656 Building Lane Waukesha, WI 53188 262-673-7348 (phone) bobthebuilder@hotmail.com
Purchase Order Address:	Bob Builder 5656 Building Lane Waukesha, WI 53188 262-673-7348 (phone) bobthebuilder@hotmail.com
Payment Address:	Bob Builder 5656 Building Lane Waukesha, WI 53188 262-673-7348 (phone) bobthebuilder@hotmail.com
References:	
Emergency Situation Contacts:	
Authorized Company Representatives:	Bob Builder -
Commodities:	There are no commodities associated with your company. You will not be notified of any bid opportunities until you select at least one commodity. Click on the commodity selections link below to select commodities for your company.

Please verify that you have selected the correct commodities.

Previous **Save changes and Continue To Commodity Selections** Cancel Page 8 of 8

Done Internet

start Microsoft PowerPoint ... supplier - Microsoft In...

8:47 AM

This screen will give an overview of all the company information that has been entered thus far. If it is correct, click the button that says "Save changes and continue to commodity selections."

If any of the company information listed is incorrect, hit the "Previous" button and change any company information that is incorrect.

Choose the commodity/services that your company provides by clicking on the box next to the commodity code. If you cannot find the exact match for the commodity or service that your company provides, pick the closest possible commodity listed.

When you are finished with your selections, scroll back to the top of the screen and click on “Save Changes.”

commodity_list - Microsoft Internet Explorer

File Edit View Favorites Tools Help

VENDOR SERVICES

Commodity List

Bob the Builder, Inc.

Click Checkbox to Select/Deselect an item
Click Cancel to restore original selections

Click Save Changes to save your changes

Commodity Categories

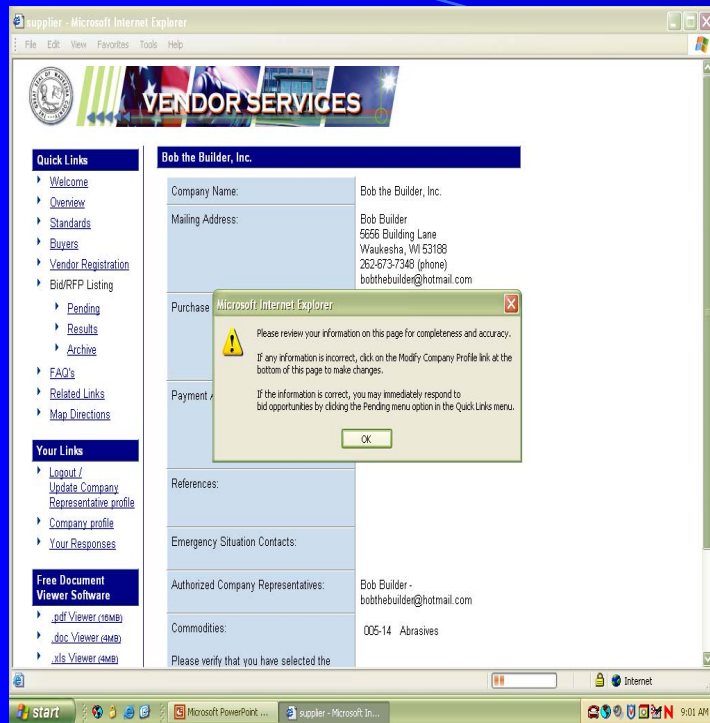
Cancel Save Changes

Code	Description
<input type="checkbox"/> 005-00	Abrasives
<input type="checkbox"/> 005-14	Abrasives
<input type="checkbox"/> 005-15	Bleaching Compounds - New and Improved
<input type="checkbox"/> 005-16	Sand Papers
<input type="checkbox"/> 010-00	Acoustical Tile, Insulating Material and Supplies
<input type="checkbox"/> 010-05	Acoustical Tile and Supplies
<input type="checkbox"/> 010-45	Insulation Materials and Supplies
<input type="checkbox"/> 020-00	Agricultural Equipment, Implements, and Accessories
<input type="checkbox"/> 020-02	Backhoe (for Tractor)
<input type="checkbox"/> 020-04	Brush and Tree Chippers, Cutters and Saws (Includes Parts)
<input type="checkbox"/> 020-15	Cutters and Shredders (Mowers), Heavy Duty, Flail or Reel and Rotary: Tow Type and/or Center Mount Type
<input type="checkbox"/> 020-30	Fertilizer Applicators, Fittings and Distributors, Dry and Liquid
<input type="checkbox"/> 020-33	Garden Tractors, Cultivators and Plows, Motor Driven

Done Internet

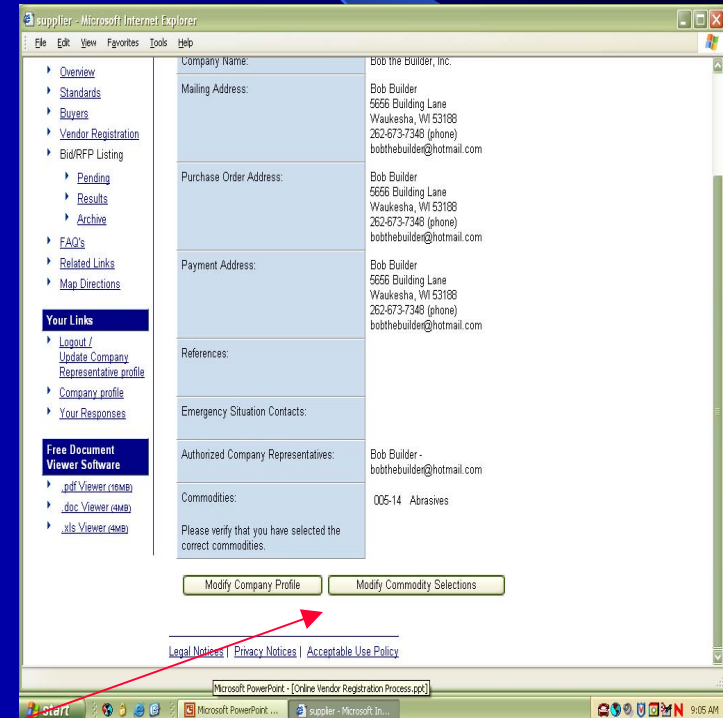
start Microsoft PowerPoint commodity_list - M...

6:53 AM

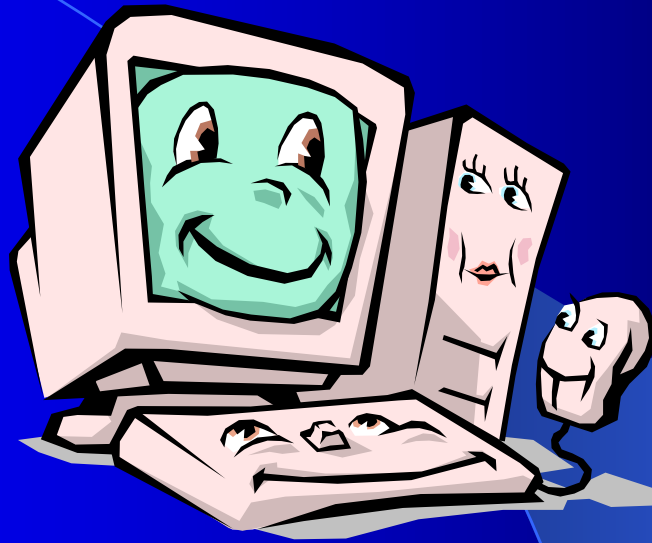


A warning box will appear asking you to verify all of the information on the final page. If the information is correct, you are finished registering and may immediately respond to bids online (click on “Pending Bids”).

If something is incorrect, you may click on the button that says “Modify company profile” or Modify commodity selections and change what you need to.



This completes the registration process.



Vendors will receive email notifications of Bids/RFP's, based on the commodities you identified upon registration.

Other than receiving email notifications, it is recommended that on a weekly basis vendors view the Bid/RFP Pending List on our website.